

DEPUTY ALTERNATE PUBLIC DEFENDER I
DEPUTY ALTERNATE PUBLIC DEFENDER II
DEPUTY ALTERNATE PUBLIC DEFENDER III

Class No. 003918
Class No. 003919
Class No. 003920

DEFINITION:

To perform a wide variety of professional legal work in the defense of persons accused of crimes; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Deputy Alternate Public Defenders are attorneys that provide legal services to clients entitled to a public defender where representation conflicts exist. All positions in this series are allocated only to the Alternate Public Defender's Office.

Deputy Alternate Public Defender I: This is the professional entry class in this series. Incumbents receive close supervision from experienced deputies and assist them in progressively more complex cases. They are generally assigned misdemeanor and preliminary felony hearings in Municipal Court during the first year of their training.

Deputy Alternate Public Defender II: This class is assigned a wider variety of cases and performs professional legal work of increasing complexity and charge severity under progressively less supervision. Incumbents prepare and try a variety of cases in Superior Court independently.

Deputy Alternate Public Defender III: This class is the fully skilled defense attorney class. Incumbents work with general instructions and guidelines, exercising discretion and independent judgment in the performance of their duties. They may function as lead workers providing technical guidance to lower level deputy attorneys.

EXAMPLES OF DUTIES:

Prepares pleadings, motions, orders, and other papers required for trials, hearings, and other legal proceedings; makes motions for continuances, dismissals, reduction of bail, and new trials; handles preliminary hearings; interviews witnesses; conducts processing of misdemeanor cases through trial; provides legal counsel to and represent indigent defendants in criminal cases before the courts of San Diego; receives and reviews criminal complaints and discovery materials; assists an attorney of higher grade in the preparation and defense of more difficult criminal cases in Superior Court; dictates correspondence and prepares reports; and performs related work as required.

Deputy Alternate Public Defender II: All the duties listed above including: prepares and conducts trial defenses for persons accused of misdemeanor and felony crimes; negotiates with judges and prosecuting attorneys on appropriate disposition of cases; determines and makes appropriate legal motions and pleas; orders investigations and subpoenas; prepares statements of mitigation under determinant sentencing laws; prepares mental, medical, and other defenses for jury trials; may represent defendants in Juvenile Court; may confer with Probation Department officers on law and procedures relating to juveniles.

Deputy Alternate Public Defender III: All the duties listed above including: represents defendants in difficult criminal and civil cases in Superior, Municipal, or Juvenile courts; identifies evidence and testimony to be obtained

by defense investigators; reviews pathology, coroner, police, and probation reports; reviews psychological and medical evaluations; prepares referrals for expert opinion; prepares appropriate defense jury instruction which address the legal principles involved; performs specialized legal work representing persons involved in litigation concerning juvenile crimes, civil insanity, sexual-psychopaths, and narcotic law violations; confers with law enforcement officers, Deputy District Attorneys, and other experts or interested parties to determine appropriate legal defense and/or sentencing alternatives.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; — = Not Applicable

Classification Level: I = Deputy Alternate Public Defender I
 II = Deputy Alternate Public Defender II
 III = Deputy Alternate Public Defender III

Knowledge of:

<u>I</u>	<u>II</u>	<u>III</u>	
G	T	T	Rules of evidence and the conduct of court proceedings.
G	T	T	Legal research methods.
G	T	T	Criminal law and procedures in California.
G	T	T	Duties, powers, limitations, and responsibilities of the Alternate Public Defender.
—	G	T	Superior and Juvenile Court policy and procedures.
—	G	T	Legal principles and their application.
—	—	G	Federal criminal case and statutory law.
—	—	G	Terminology common to forensics, psychology, and substance abuse.

Skills and Abilities to:

The following skills apply to all classes:

- Analyze legal problems
- Apply legal principles and practices.
- Perform legal research.
- Present statements of facts, law, and argument clearly and logically in written and oral form.
- Prepare and organize cases.
- Advocate criminal cases in jury trials.
- Work cooperatively with others.

Deputy Alternate Public Defender II (in addition to the above):

- Interpret and explain codes, statutes, procedures, and forms.
- Prepare, present, and conduct criminal cases in court.
- Establish working relationships with clients of diverse racial, cultural, and socio-economic backgrounds.

Deputy Alternate Public Defender III (in addition to the above):

- Plan, prepare, and conduct defense strategies for clients.
- Write, process, and present motions, writs, other legal documents, evidence, and testimony.
- Prepare correspondence and reports.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which demonstrate possession of the knowledge and skills, stated above. Examples of such training and experience are:

Deputy Alternate Public Defender I: Juris Doctor degree from an accredited school of law; AND active membership and in good standing with the State Bar of California.

Deputy Alternate Public Defender II:

1. Twelve (12) months of experience in the practice of criminal or juvenile law, six (6) months of which must have been as a:
 - (a) Deputy Alternate Public Defender I in the County of San Diego's Alternate Public Defender's Office; OR,
 - (b) Deputy Public Defender I in the County of San Diego's Public Defender's Office; OR,
2. One (1) year of experience as an attorney at an equivalent level with another California county or city; OR,
3. One (1) year of experience in the practice of criminal and/or civil law. Civil law experience must have included primary involvement in the following areas: Conservatorship, probate, guardianship, or other closely related cases.

Deputy Alternate Public Defender III:

1. Two (2) years of experience as a:
 - (a) Deputy Alternate Public Defender II in the County of San Diego's Alternate Public Defender's Office; OR,
 - (b) Deputy Public Defender II in the County of San Diego's Public Defender's Office; OR,
2. Two (2) years of experience as an attorney at an equivalent level with another California county or city; OR,
3. Three (3) years of experience handling serious felony cases and jury trials as the defense attorney of record.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

California Bar Association:

Active membership in good standing with the State Bar of California.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).